

Annual Governance Statement 2020-21 – Improvement Plan Update

Improvement areas identified for 2021/22	Agreed action	Progress Update as at January 2022
Review and update Officers' code of conduct and the process for capturing and response taken to declaration of interest, gifts and hospitality.	<p>Develop policy & guidance for managers to ensure employees are prompted to declare conflicts of interest, gifts and hospitality and appropriate response taken.</p> <p>Revised system to capture officer declaration of interests and gifts and hospitality</p> <p>Strategic HR Manager by 31/03/2022</p>	HR continues to develop policy and procedural guidance. Progress to continue as far as possible prior to the pre-election period (purdah) on 20 th March. Guidance and policy may be complete, but may not have undergone approval before Council finishes pre-election.

Annual Governance Statement 2020-21 – Improvement Plan Update

Improvement areas identified for 2021/22	Agreed action	Progress Update as at January 2022
<p>Continuing budget pressures and uncertainty over funding. Also, address any actions arising from the review of the Financial Management Code</p>	<ul style="list-style-type: none"> • Review and document complete Capital Process including SIG Terms of Reference, clear decision making, accounting and project management processes. • Development a clear long-term capital strategy. • Monitor on-going impact of Covid on services. • Develop and implement a new Budget Process for 2022/23 and beyond which hopes to embed long term decision-making and consultation as core principles • We will continue to lobby for multi-year indicative settlement figures from Welsh Government. • Complete the annual review of the Medium Term Financial Strategy (MTFS). • Include Unearmarked Reserves figure in the Corporate Dashboard to compliment the annual outturn projections. <p>Head of Finance & Property Services by 31/03/2022</p>	<ul style="list-style-type: none"> • The work on capital had been scheduled to be undertaken during the autumn. However due to the overrun of the external audit of our Statement of Accounts this has not been possible. Further delays are now likely as the service needs to concentrate on preparing for this year's closedown period. • A new 3/5 year budget process was approved by Cabinet, SLT, G&AC and shared with Council and other stakeholders. • The draft Settlement published on the 21st December included two additional years of indicative settlements. • MTFS was reviewed last year but will now need to re-presented following the very complex draft settlement. • Unearmarked Reserves figure included in Corporate Dashboard for 2021/22 and will continue to be included.

Annual Governance Statement 2020-21 – Improvement Plan Update

Improvement areas identified for 2021/22	Agreed action	Progress Update as at January 2022
Address contract management weaknesses highlighted by Internal Audit.	Implement revised action plan, as reported to Governance & Audit Committee in January 2021. Head of Legal, HR & Democratic Services and Head of Finance & Property Services by 31/07/2021.	Revised action plan in place and progress is being made with implementing the agreed actions, albeit delayed due to capacity constraints.
	Internal Audit to follow up progress in implementing agreed actions. Chief Internal Auditor by 31/07/2021.	First follow up completed in July 2021 and second follow up in November 2021. Both reports have been presented to Governance & Audit Committee for members to review progress with completing the agreed action plan. A further follow up review is scheduled for May 2022.
Implement requirements of the Local Government & Elections (Wales) Act 2021.	Convene a Member/Officer Working Group to ensure requirements are met. To include: <ul style="list-style-type: none"> • Changes to Governance & Audit Committee composition • Annual Performance Review and Peer Assessment • Establish Corporate Joint Committees Head of Legal, HR & Democratic Services and Strategic Planning & Performance Manager by 31/07/2021	Progress as follows: <ul style="list-style-type: none"> • Update to Governance & Audit Committee Terms of Reference and Constitution underway in time for changes to take effect in May 2022. • Annual Performance Review & Peer Assessment - Now included commentary on areas required under the Self-Assessment into both quarterly and annual performance reports. • Corporate Joint Committees (CJC) were established by the regulation. Gwynedd CC are leading on the arrangements

Annual Governance Statement 2020-21 – Improvement Plan Update

Improvement areas identified for 2021/22	Agreed action	Progress Update as at January 2022
		and there will be two meetings this month so that CJs can adopt standing orders, appoint statutory officers (on a temporary basis), and agree a budget.
Workforce capacity and resilience and reliance on key positions	<p>Recruit vacant Senior Management Team positions i.e. Chief Executive and Head of Education & Children Services. Also, ensure formal induction and on boarding for the new appointees.</p> <p>CET / Strategic HR Manager, Leader & Director Communities by 31/12/2021</p>	<p>Senior Management Team (SLT) vacancies have both been filled. Formal induction of the Chief Executive was conducted by both the Leader and HR; Head of Education and Children’s Services (both internal promotions) induction was carried out by Corporate Director – Communities.</p> <p>For other SLT vacancies i.e. Head of Communities –Interim arrangements have been put in place since November with staff assuming additional responsibilities split in two.</p> <p>Head of Business Improvement and Modernisation retiring end of March 2022 - similarly considering interim arrangements.</p> <p>These interim arrangements will be subject to the Chief Executive’s review of SLT structure and any resulting proposals.</p>

Annual Governance Statement 2020-21 – Improvement Plan Update

Improvement areas identified for 2021/22	Agreed action	Progress Update as at January 2022
	Review and update the workforce plan and coordinate an assessment with services. Strategic HR Manager by 31/3/2022	In progress and work ongoing. CET is overseeing its development with an update scheduled for the end of January.
	Internal Audit review of workforce planning process. Chief Internal Auditor by 31/3/2022	Internal Audit review of workforce planning on hold as Audit Wales is covering this area as part of their 'Springing Forward' review.
	New Ways of Working Project includes a work-stream developing new HR policies to support future work patterns Head of Business Improvement & Modernisation /Head of Legal, HR & Democratic Services by 31/10/2021	SLT agreement has now been secured to take forward a proposal to re-design staff role definitions and business travel arrangements in accordance with New Ways of Working developments. This proposal will go forward for consideration by Unions, Members and staff early in 2022.
Review the Whistleblowing Policy	Update the policy capturing lessons learned from recent concerns raised. Head of Legal, HR & Democratic Services by 31/03/2022	Coordinating a review with HR, Legal & Audit with a view to completion by the end of March 2022.

Annual Governance Statement 2020-21 – Improvement Plan Update

Improvement areas identified for 2021/22	Agreed action	Progress Update as at January 2022
<p>Uncertainty over future funding arrangements following EU Exit.</p>	<p>Resources and processes to be put in place to ensure that the Council maximises the opportunities in relation to the new UK Funding Initiatives including the UK Levelling Up Fund (LUF), UK Community Renewal Fund (CRF) and the forthcoming UKShared Prosperity Fund (SPF). Also, ensure coordination with other funding streams e.g. WG Transforming Towns Fund.</p> <p>CET / Corporate Director: Economy & PublicRealm (Lead) by 31/10/2021</p>	<p>Progress with new funding opportunities as follows:</p> <ul style="list-style-type: none"> • Joint LUF bid with Wrexham County Borough Council (WCBC) for Clwyd South was successful. Joint Governance arrangements with WCBC has been agreed. • Joint LUF bid with Conwy County Borough Council (CCBC) for Clwyd West approved at Cabinet. UK Government submission date awaited. • LUF bid for Vale of Clwyd approved at Cabinet. UK Government submission date awaited. • CRF Bid successful. <p>In terms of delivery of projects, leads have been identified from within existing resources to deliver. This includes:</p> <ul style="list-style-type: none"> • Economic & Business Development Team (within Planning, Public Protection & Countryside Services) have undergone a mini restructure to ensure suitable resources to deliver projects. • Additional resources have been

Annual Governance Statement 2020-21 – Improvement Plan Update

Improvement areas identified for 2021/22	Agreed action	Progress Update as at January 2022
		<p>allocated in Finance to monitor capital spend.</p> <ul style="list-style-type: none"> • Additional resources have been allocated to BIM to provide Programme Management support and some technical support from a corporate perspective. <p>It is hoped that most additional costs can be reclaimed against the grant.</p> <p>Head of Communities & Customers is the strategic lead for forthcoming UK SPF.</p> <p>Head of Planning, Public Protection & Countryside is the main link with WG Transforming Towns Funding and maintains contact with Welsh Government on our proposals for the LUF.</p>